

AMENDMENT
U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin

**THIS AMENDS BULLETIN #26-08-D10-018 TO UPDATE THE BASIS OF RATING
AND HOW TO APPLY INFORMATION.**

RECRUITING BULLETIN: #26-08-D10-018

OPEN: MARCH 17, 2008

CLOSE: DECEMBER 31, 2008

POSITION: CLERK, GG-303-4

NUMBER OF POSITIONS: FEW

SALARY: GRADE 4: \$26,569

PROMOTION POTENTIAL: GG-04

A WRITTEN EXAM IS REQUIRED FOR THESE POSITIONS. There will be multiple exam application sessions. Contact Recruiting department for time, location and to reserve a seat. Applicants will be referred based on their county of residence. Selections may be made throughout the open period of this Bulletin and up to 90 days after the closing date.

EXCEPTED SERVICE APPOINTMENT: This is a two year Schedule A time-limited appointment with a possible two year extension.

AREA OF CONSIDERATION: ALL QUALIFIED U.S. CITIZENS WHO RESIDE IN THE FOLLOWING COUNTIES: JACKSON, CASS, CLINTON, CLAY, RAY, LAFAYETTE, AND PLATTE, IN MISSOURI AND LEAVENWORTH, WYANDOTTE, JOHNSON, MIAMI, IN KANSAS. APPLICANTS WILL BE REFERRED BASED ON THEIR COUNTY OF RESIDENCE.

DUTIES: The incumbent performs various clerical support duties for the 2010 Census. Clerks may be assigned to work in the administrative, field operations, space leasing, geographic, partnership, or recruiting areas. Duties and responsibilities may include but are not limited to: receiving, sorting, opening, and routing incoming mail; maintaining correspondence files; receiving telephone and personal callers and directing them to appropriate office; maintaining a variety of logs; maintaining stockroom supply levels; operating various office machines; and performing other clerical duties as required.

BASIS OF RATING: Applicants are required to pass a Bureau of the Census written exam. Please contact The Recruiting Department on 888/340-7525 to register for one of the exam sessions. Applicants will be referred based on their county of residence.

Payment of relocation expenses IS NOT authorized.

QUALIFICATIONS:

GG-04: 1 Year General Experience OR 2 Years Above High School

General Experience is described as: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform clerical duties. You may qualify for a position based on your education, experience, or a combination of both.

HOW TO APPLY: Applicants will be required to submit a completed OF-612, Optional Application for Federal Employment (OF-612), or a resume at the Application Session mentioned above. The application/resume should list your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number.
- Country of citizenship (**this Federal job requires U.S. citizenship**)
- Veteran's Preference - Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Individuals with a disability may request reasonable accommodations by calling 816/994-2032.
- Application package must be submitted at the Application Session.

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment, OF-306, to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

ADDITIONAL INFORMATION: Employees who receive a Voluntary Separation Incentive Payment (VSIP) or a buyout and subsequently return to a position in federal agencies, whether by reemployment or contracts for personal services are obligated to repay the full amount of the buyout to the agency that paid it.

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.